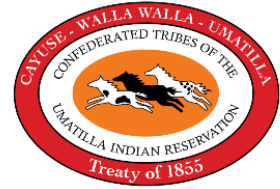


How to Save, Download, and Email a PDF Attachment



All supplementary documents for the Confederated Tribes Higher Education & Vocational Training Scholarship application **must be submitted as PDFs**. Below are step-by-step instructions for saving, printing PDFs, and emailing PDFs on different devices.

Windows (PC)

Save or Download a File as a PDF:

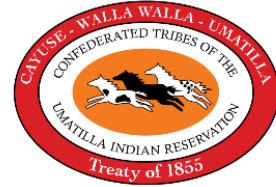
1. Open the document (Word, Google Docs, etc.).
2. Click **File > Save As or Export**.
3. Choose **PDF (*.pdf)** as the file type.
4. Select a location to save the file and click **Save**.

Print to PDF (Alternative Method):

1. Open the document.
2. Click **File > Print**.
3. Select **Microsoft Print to PDF as the printer**.
4. Click **Print**, then choose a location to save the file.
5. Click **Save**.

Email the PDF as an Attachment:

1. Open your email (Gmail, Outlook, Yahoo, etc.).
2. Click **Compose or New Email**.
3. Click the **Attach (paperclip) icon**.
4. Select your saved PDF file and click **Open**.
5. Enter the recipient's email and send email.



Android

Save or Convert a File to PDF:

From Google Docs, Word, or Chrome:

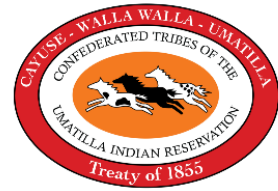
1. Open the document or webpage.
2. Tap the **Menu (:)** or **Share** icon.
3. Select **Print**.
4. Choose **Save as PDF** instead of a printer.
5. Tap **Save**, then select a location.

Print to PDF (Alternative Method):

1. Open the document.
2. Tap the **Menu (:)** icon.
3. Select **Print**.
4. Choose **Save as PDF** as the printer.
5. Tap **Save** and choose a location.

Email the PDF as an Attachment:

1. Open your email app (Gmail, Outlook, etc.).
2. Compose a new email.
3. Tap the **Attach (paperclip)** icon.
4. Select **Browse Files** and choose your PDF.
5. Send the email



Mac (MacBook, iMac)

Save or Download a File as a PDF:

1. Open the document (Pages, Word, Google Docs, etc.).
2. Click **File > Export As > PDF**.
3. Choose a name and location, then click **Save**.

Print to PDF (Alternative Method):

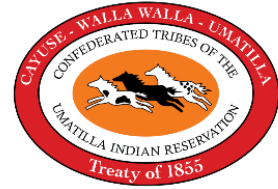
1. Open the document.
2. Click **File > Print**.
3. Click the PDF dropdown at the bottom of the Print window.
4. Select **Save as PDF**.
5. Choose a location, then click **Save**.

Email the PDF as an Attachment:

1. Open **Mail** or your email app.
2. Click **New Message**.
3. Click the **Attach (paperclip) icon**.
4. Select your PDF and click **Choose File**.
5. Send the email.

OR

1. Open your email (Gmail, Outlook, Yahoo, etc.).
2. Click **Compose or New Email**.
3. Click the **Attach (paperclip) icon**.
4. Select your saved PDF file and click **Open**.
5. Enter the recipient's email and send email.



iPhone (iOS)

Save or Convert a File to PDF:

From Notes, Word, or Safari:

1. Open the document or webpage.
2. Tap the **Share icon**.
3. Select **Print** (scroll down if needed).
4. **Pinch out** on the preview to convert it to a PDF.
5. Tap **Share** again and choose **Save to Files**.

Print to PDF (Alternative Method):

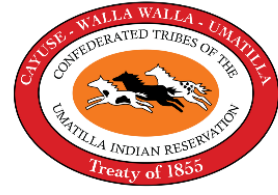
1. Open the document.
2. Tap the **Share icon**.
3. Select **Print**.
4. Tap **Printer Options**, then select **Save as PDF** (if available).
5. Save the file to your device.

Email the PDF as an Attachment:

1. Open the **Mail** app.
2. Compose a new email.
3. Tap the **Attach icon (paperclip)** or Browse Files.
4. Select your PDF from **Files** and attach it.
5. Send the email.

OR

1. Open your email (Gmail, Outlook, Yahoo, etc.).
2. Click **Compose or New Email**.
3. Click the **Attach (paperclip) icon**.
4. Select your saved PDF file and click **Open**.
5. Enter the recipient's email and send email.



Recommended Mobile Apps for Scanning Documents & Saving PDFs

If you need to scan a document and save it as a PDF, consider using these free apps:

- MyTinyScanner (iOS & Android)
- Adobe Scan (iOS & Android)
- Microsoft Lens (iOS & Android)
- CamScanner (iOS & Android)

These apps let you take a photo of a document and convert it to a PDF.